



DEPARTMENT OF WATER RESOURCES  
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ASSOCIATE MANAGEMENT ANALYST  
DEPARTMENTAL PROMOTIONAL - CONTINUOUS FILING

CONTINUOUS FILING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application. Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date posted on the "Notice to Announce Cut-Off Date." FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date or personally delivered after 5:00 P.M. on the cut-off date will be held for the next administration of the examination.
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources or: Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government code 18991.
HOW TO APPLY	Examination Applications (Form STD 678) may be mailed or filed in person to: <div><div><b>MAILING ADDRESS:</b> Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div><b>FILE IN PERSON:</b> Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> <p><b>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: <a href="http://www.spb.ca.gov/jobs">www.spb.ca.gov/jobs</a>.</p>
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$4400 - \$5348
ELIGIBLE LIST INFORMATION	A departmental promotional merged list will be established for the Department of Water Resources. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to re-establish eligibility.
TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the cut-off date</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</p> <p><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had an assignment in California state service conducting management surveys, including organization, procedural, policy, systems, or methods studies.)</p> <p><b>Or II</b></p> <p><b>Experience:</b> Three years of progressively responsible experience participating in the conduct of management surveys including organization, procedural, policy, systems, or methods studies, at least one year of which shall have included responsibility for the conduct of such studies requiring the preparation and submission of reports with recommendations. This experience must have been in a staff agency or a staff position with primary responsibility for the making of management analyses. (One year of graduate study or college teaching experience in public or business administration or industrial engineering may be substituted for six months of the required general experience.) (Experience in the California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of Staff Services Analyst, Range C).</p> <p>(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)</p> <p><b>and</b></p> <p><b>Education:</b> Equivalent to graduation from college, preferably with specialization in public or business administration or industrial engineering. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis.).</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION

An Associate Management Analyst works independently with general direction is assigned difficult and complex technical work involving organizational, policy, systems, procedures, and methods. As assigned, confers with organizational personnel to describe and outline the scope of the study. May act as a lead person on a team.

*Positions exist in Sacramento with the Department of Water Resources.*

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Appraisal Interview – Weighted 100.00%**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE OF EXAMINATION

Qualifications Appraisal Interview – Weighted 100.00%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, practices, and trends of public and business administration, management and supportive staff services in relation to management analysis, government functions and organization.

2. Principles and practices of policy formulation.

B. Ability to:

1. Reason logically and creatively to define conclusions and develop new solutions which depart from traditional and existing patterns, and recommend appropriate action.

2. Use tact, courtesy and good judgment to effectively interact with peers, management, support staff, and other public or private entities.

3. Take initiative and assume responsibility.

4. Analyze situations, facts and circumstances accurately and take effective action.

5. Write policies and procedures and other related materials using proper grammar, punctuation and organization.

6. Communicate effectively with all levels of staff to facilitate the development, review and revision of policies, procedures and other related analytical assignments.

7. Apply completed staff work methodology.

8. Proficiently use Microsoft Office Suite.

9. Understand and follow written and verbal instructions and procedures.

10. Interpret and apply laws, rules, policies and procedures.

11. Effectively manage multiple priorities and deadlines.

VETERANS PREFERENCE

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-3921 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: [www.spb.ca.gov/jobs](http://www.spb.ca.gov/jobs).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Laura Franco at (916) 653-5803.

DP (Rev. 3/09)

(LF)